KEAN
OFFICE OF HUMAN RESOURCES

## 403(b) Worksheet – For employees who want to reach a maximum

Employees interested in maximizing their contributions to their 403b account can use the following worksheet to estimate a contribution percentage. The following are the 2026 403(b) plan annual maximums:

- $24,500 (under age 50)
- $32,500 (ages 50-59 & 64+)
- $35,750 (ages 60-63)

Please note that all members are encouraged to meet with their designated service provider on at least an annual basis. Your representative will be able to assist you in determining the contribution amount which will enable you to meet your financial goals.

| | | |
|---|---|---|
| 1. Select **target maximum annual contribution**: | **SAMPLE**<br><br>$24,500 | |
| 2. Determine your **year-to-date 403b contributions**, as shown on your latest payslip.<br><br>Use zero, if you are starting deduction the first pay period of the year. Otherwise, you can view your payslips by accessing the Benefits and Pay App in Workday and selecting View Payslips. | $1000 | |
| 3. Calculate the **total amount remaining to be contributed** in plan year. (#1 minus #2)<br><br>This will be the difference between your target maximum annual contribution amount and your year-to-date 403b contributions. | $23,500 | |
| 4. Identify the **number of pay periods remaining** in the year.<br><br>You can do this by viewing the pay period calendar. (12-month employees are paid over 26 pay periods and 10-month employees are paid over 22 pay periods.) All elections will be effective as of the first day of the pay period which includes your current or future event date. | 24 | |
| 5. Calculate the **amount of contributions per biweekly pay period** required to reach the maximum. (Divide #3 by #4.) | $979.17 | |
| **6.** Determine your **biweekly gross pay*** | $3000 | |
| 7. Calculate the **contribution percentage.**<br>**(**Divide #5 by #6)<br>**Enter this percentage in workday to reach the maximum** | 33% | |

***Selecting a contribution amount/percentage**

The minimum amount that you may select is 1% of your gross pensionable base wages. This excludes overtime, overload pay for full-time employees and any non-teaching assignments for adjuncts, if eligible. Generally, to estimate the dollar amount of your biweekly 403b contribution, you may multiply your biweekly gross pensionable base wages listed as "gross pay" on your most recent pay slip by the 403b deduction percentage you are electing.

**For example,** if your biweekly gross pensionable base wages are $1,000 and you contribute 3% to a 403b, your biweekly dollar contribution to the 403b will be $30 per pay. How this impacts your net pay will vary based on if you elect a pretax or Roth option.

If you are a full-time employee and you received overload or overtime pay in your most recent pay, please use the following instructions to view your biweekly gross pensionable base wages.

- Go to Benefits and Pay app
- click on Compensation/ Compensation Summary
- Find "Total Base Pay" field
- You may divide your "Total Base Pay" by 26 (12 Month employees) or 22 (10 Month employees) to determine your gross biweekly base wages on which your 403b contributions will be based.

If you are an Adjunct employee and you received pay for non-teaching assignments in your most recent pay, please use the following instructions to view your biweekly gross pensionable base wages.

- Go to Benefits and Pay app
- click on Compensation/Period Activity Pay
- Find current semester and click View Payment Details/Payment Amount (for a current pay date for any teaching assignments)

**Questions**

The HR benefits team is here to support you. If you have questions regarding your benefits, please free to contact us:

- Via email benefits@kean.edu
- Via phone - Paige O'Brien (908-737-3302) or benefits team contacts
- In Person - Walk Ins welcome for general questions; Appointments recommended for in-depth topic reviews.